



HEADQUARTERS MEMORANDUM 17-01

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Subject: Montgomery County Police Foundation

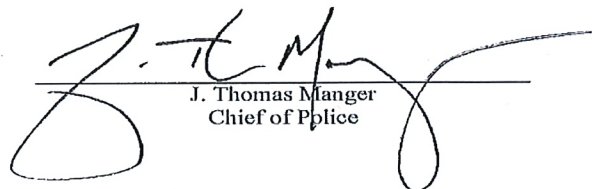
The Montgomery County Police Foundation is a private organization dedicated to constantly improving the quality of police service in Montgomery County, and to strengthening the relationship between the police and the community. The Foundation is a 501(c)(3) non-profit organization that receives funding through charitable contributions made by Montgomery County businesses, individuals who reside in Montgomery County, and other interested parties.

Any officer may make a request for funding in support of police department programs and operations by submitting an MCP 272 form, via the chain of command, to the MSB Administrative Lieutenant. All requests should describe how the funding, if approved, will benefit public safety through improved police services or through the strengthening of police-community relationships.

The procedures below will be strictly adhered to when requesting funds, to be used in support of police department programs and operations, from the Montgomery County Police Foundation.

1. The applicant must first obtain a price quote from a vendor for any item(s) requested to be purchased by the Foundation. The quote must be made to the Montgomery County Police Foundation, (not M.C.P.D.) or it will be denied. The quote must list the number of items to be purchased and include an accurate description of each item.
2. The applicant will then complete the MCP 272, attach the quote, and forward both documents through the chain of command to the M.S.B. Administrative Lieutenant.
3. The MSB Administrative Lieutenant, after consulting with the MSB Assistant Chief, will log the request.
4. If approved by the MSB Assistant Chief, the request will be sent to the Police Foundation for consideration. The Foundation has absolute discretion for approval and will, at its earliest convenience, vote to approve or deny the funding request from the Department. The Foundation will then notify the MSB Administrative Lieutenant of the decision.
5. It is the responsibility of the M.S.B. Administrative Lieutenant to log the response and notify the Department applicant as to the Foundation's decision.

On occasion, officers may be contacted by residents expressing a desire to donate money, equipment, goods, or services. Officers may provide them with a Police Foundation brochure or the Police Foundation telephone number which is (301) 670-2425. The Police Foundation also maintains a web site at <http://www.mcpf-md.com>.


J. Thomas Manger
Chief of Police